



CITY OF YELLOWKNIFE

Council Agenda

Monday, November 25, 2024 at 7:00 p.m.

Welcome to the

REGULAR MEETING OF COUNCIL

Council Chamber, City Hall
4807 - 52nd Street
Yellowknife

All presentations pertaining to items on the Agenda for the meeting shall be heard under the “Delegations Pertaining to Items on the Agenda,” portion of the Order of Business. All presentations pertaining to items not on the Agenda shall be heard under the “Delegations Pertaining to Items Not on the Agenda” portion of the Order of Business.

The following procedures apply to all delegations before Council:

- a. all delegations shall address their remarks directly to the Presiding Officer and shall not pose questions to individual Members or Administration;
- b. each presenter shall be afforded five minutes to make their presentation;
- c. the time allowed to each presenter may be extended beyond five minutes by a resolution of Council;
- d. after a person has spoken, any Member may, through the Presiding Officer, ask that person or the City Administrator relevant questions; and
- e. no debate shall be permitted on any delegation to Council either between Members or with an individual making a presentation.

Please refer to By-law No. 4975, the Council Procedures By-law, for the rules respecting the procedures of Council.

COUNCIL:

Mayor Rebecca Alty

Councillor S. Arden-Smith
Councillor Garrett Cochrane
Councillor Ryan Fequet
Councillor Ben Hendriksen

Councillor Cat McGurk
Councillor Tom McLennan
Councillor Steve Payne
Councillor Rob Warburton

All annexes to this agenda may be viewed on the City’s website www.yellowknife.ca or by contacting the City Clerk’s Office at 920-5602.



Item No.

Description

OPENING STATEMENT

1. Councillor Arden-Smith will read the Opening Statement.

The City of Yellowknife acknowledges that we are located in Chief Drygeese territory. From time immemorial, it has been the traditional land of the Yellowknives Dene First Nation. We respect the histories, languages, and cultures of all other Indigenous Peoples including the North Slave Métis, and all First Nations, Métis, and Inuit whose presence continues to enrich our vibrant community.

AWARDS, CEREMONIES AND PRESENTATIONS

2. Public Presentations regarding the 2025 Budget.
 1. A presentation from Anita Villeneuve regarding Bike Storage Options.
 2. A presentation from Becca Denley regarding new Snow Removal Methods.

ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

Previously
Distributed

3. Minutes of Council for the regular meeting of Monday, October 28, 2024 are presented for adoption.

4. Councillor Arden-Smith moves,
Councillor _____ seconds,

That Minutes of Council for the regular meeting of Monday, October 28, 2024 be presented for adoption.

Unanimous	In Favour	Opposed	Carried / Defeated
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DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

5. Does any Member have a conflict of interest in any matter before Council today?



Item No.

Description

CORRESPONDENCE & PETITIONS

6. There was no correspondence nor were there any petitions for the agenda.

STATUTORY PUBLIC HEARINGS

7. There were no Statutory Public Hearings for the agenda.

DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA

8. There were no delegations pertaining to items on the agenda.

MEMBER STATEMENTS

9. There were no statements for the agenda.
10. Are there any Member statements from the floor?

INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS

Councillor Arden-Smith will introduce the following reports:

11. Governance and Priorities Committee Report for October 28, 2024.
12. There was no business arising from this meeting.
13. Governance and Priorities Committee Report for November 12, 2024.
14. Councillor Arden-Smith moves,
Councillor _____ seconds,

That Council not direct Administration to implement the Home Energy Financing Program at this time.

Unanimous	In Favour	Opposed	Carried / Defeated
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15. Councillor Arden-Smith moves,
Councillor _____ seconds,



Item No.

Description

That Council:

1. **Receives the Integrity Commissioner’s Investigation Report dated October 10, 2024 as presented;**
2. **Accepts Councillor McGurk’s willingness to accept responsibility for the contraventions; and**
3. **Censure Councillor McGurk for violating articles 4.6, 12.1 and 13.1 of the Council Code of Ethics By-law.**

Unanimous	In Favour	Opposed	Carried / Defeated
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16.

Councillor Arden-Smith moves,
Councillor _____ seconds,

That Council appoint John Williston, a representative from an organization serving seniors, to serve on the Community Advisory Board on Homelessness (CAB) commencing November 29, 2024 and ending November 28, 2026.

Unanimous	In Favour	Opposed	Carried / Defeated
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17.

Councillor Arden-Smith moves,
Councillor _____ seconds,

That Council, pursuant to Audit Committee By- law No. 4127, appoint an accountant to serve on the City of Yellowknife (City) Audit Committee: Janet Toner from November 23, 2024 to June 30, 2025 and Christine Siu from July 1, 2025 to June 30, 2028.

Unanimous	In Favour	Opposed	Carried / Defeated
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18.

Governance and Priorities Committee Report for November 18, 2024.

19.

Councillor Arden-Smith moves,
Councillor _____ seconds,

That Council direct Administration to utilize the Revitalization Initiative Reserve toward Development Incentives and the development of City owned lands by contributing to the Land Fund to facilitate:

- a. **selling Lot 34, Block 30, Plan 2564 (50/50 Lot), pursuant to the Terms of Reference/Request for Proposal;**
- b. **retain the remaining \$1,591,000 dollars in the Revitalization Initiative Reserve to:**
 - i. **support the sale of Lot 34, Block 30, Plan 2564; and**
 - ii. **fund and support Development Incentives;**



Item No.

Description

c. the Revitalization Initiative Reserve is to remain open..

Unanimous	In Favour	Opposed	Carried / Defeated
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20.

Councillor Arden-Smith moves,
Councillor _____ seconds,

That Council direct Administration to draft a Council Leave Policy and present it to Council prior to the next election.

Unanimous	In Favour	Opposed	Carried / Defeated
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NEW BUSINESS

21.

A memorandum regarding whether to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension.

22.

Councillor Arden-Smith moves,
Councillor _____ seconds,

That Council authorize the Mayor and City Manager to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension in the amount of \$163,020 plus GST per year.

Unanimous	In Favour	Opposed	Carried / Defeated
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ENACTMENT OF BY-LAWS

23.

By-law No. 5097 - A by-law to repeal and replace Development Incentive Program By-law No. 4534, as amended, is presented for First and Second Reading.

24.

Councillor Arden-Smith moves,
Councillor _____ seconds,

First Reading of By-law No. 5097.

Unanimous	In Favour	Opposed	Carried / Defeated
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Item No. **Description**

25. Councillor Arden-Smith moves,
Councillor _____ seconds,

Second Reading of By-law No. 5097.

Unanimous	In Favour	Opposed	Carried / Defeated
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26. By-law No. 5098 - A by-law to amend Financial Administration
By-law No. 4206, as amended, is presented
for First and Second Reading.

27. Councillor Arden-Smith moves,
Councillor _____ seconds,

First Reading of By-law No. 5098.

Unanimous	In Favour	Opposed	Carried / Defeated
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28. Councillor Arden-Smith moves,
Councillor _____ seconds,

Second Reading of By-law No. 5098.

Unanimous	In Favour	Opposed	Carried / Defeated
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OLD BUSINESS

29. There was no old business for the agenda.

30. Is there any old business from the floor?

NOTICES OF MOTION

31. There were no notices of motion for the agenda.

32. Are there any notices of motion from the floor?

DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA

33. There were no delegations pertaining to items not on the agenda.



Item No.

Description

ADMINISTRATIVE ENQUIRIES

- 34. There were no administrative enquiries for the agenda.
- 35. Are there any administrative enquiries from the floor?

ADJOURNMENT



CITY OF YELLOWKNIFE

DRAFT COUNCIL MINUTES

Monday, October 28, 2024 at 7:00 p.m.

Present: Mayor R. Alty,
Councillor S. Arden-Smith,
Councillor R. Fequet, (via teleconference)
Councillor B. Hendriksen,
Councillor C. McGurk,
Councillor T. McLennan,
Councillor S. Payne, and
Councillor R. Warburton.

City Staff: S. Van Dine,
D. Gillard,
C. MacLean,
W. Newton,
K. Pandoo,
K. Thistle,
C. White,
G. White, and
S. Jovic.

1. Councillor Warburton read the Opening Statement.

AWARDS, CEREMONIES AND PRESENTATIONS

2. There were no awards, ceremonies or presentations.

ADOPTION OF MINUTES FROM PREVIOUS MEETING(S)

- #0191-24
3. Councillor Warburton moved,
Councillor Arden-Smith seconded,

**That the Minutes of Council for the regular meeting of Tuesday,
October 15, 2024 be adopted as amended.**

MOTION CARRIED UNANIMOUSLY



DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

4. Councillor McGurk declared a conflict of interest with Item No. 15 on the agenda, a memorandum regarding the Integrity Commissioner Investigation Report dated October 10, 2024.

CORRESPONDENCE AND PETITIONS

5. There was no correspondence nor were there any petitions.

STATUTORY PUBLIC HEARINGS

6. Mayor Alty declared open a Statutory Public Hearing regarding By-law No. 5095, a by-law to amend Zoning By-law No. 5045, as amended, to add two new Residential Intensification zones (RI and RI- 1) and associated changes. There were no written submissions and one (1) oral submission in opposition.
7. Council heard a presentation from Mr. Mike Byrne in opposition to By-law No. 5095. Mr. Byrne expressed concerns with infill and densification development and requested amendments to this by-law to remove densification; especially within long standing neighbourhoods. Mr. Byrne further noted that, while the City needs more housing options, not all existing neighbourhoods can accommodate a mix of housing options or be compatible with higher-density developments. Mr. Byrne noted that there are a number of vacant multi-family lots in the city and stated that the City should have incentives to spur development of those lots.
8. As there were no further submission, Mayor Alty declared the Statutory Public Hearing with regard to By-law No. 5095 closed.

- #0192-24
9. Councillor Payne moved,
Councillor Arden-Smith seconded,

That Council proceed with Second and Third Reading of By-law No. 5095.

MOTION CARRIED UNANIMOUSLY

DELEGATIONS PERTAINING TO ITEMS ON THE AGENDA

10. Council heard a presentation from Becca Denley, a representative of the NWT Recreation and Parks, regarding the 2025 budget. Ms. Denley noted that she seeks funding for a bike signage program, installation of three (3)



bike counters, traffic calming measures on Range Lake Road and art crosswalks.

- #0193-24 11. Councillor Arden-Smith moved,
Councillor Henderson seconded,

That, pursuant to s.53(3) of Council Procedures By-law No. 4975, the time allowed for the presenter be extended by up to two minutes.

MOTION CARRIED UNANIMOUSLY

12. Ms. Denley continued her presentation regarding the 2025 budget.
13. Council heard a presentation from Adam Denley regarding the 2025 budget. Mr. Denley spoke about transportation and noted that we need to reduce our car dependency. Mr. Denley encouraged Council to support budget allocation for 52nd Avenue bike path improvement; raised crosswalk at Finlayson Drive & Tees Court and Frame Lake Trail Extension.
14. Council heard a presentation from Aida Nciri regarding the 2025 budget. Ms. Nciri spoke about climate change and cycling/pedestrian infrastructure. Ms. Nciri noted that improvements need to be made to the active transportation network to encourage people to shift from private motor vehicle trips to active modes of transportation.
15. Council heard a presentation from Craig Scott a representative of Communities in Motion, regarding Frame Lake Trail Extension. Mr. Scott encouraged Council to support the budget allocation for Frame Lake Trail Extension.
16. Council heard a presentation from Simon Toogood regarding the 2025 budget. Mr. Toogood spoke about cycling. Mr. Toogood asked Council to make Yellowknife more liveable by improving active transportation including walking and cycling infrastructure for all ages and abilities.
17. Council heard a presentation from Maia Lepage and Kayla Cooper, representatives of Folk on the Rocks, regarding a proposal for loan forgiveness for the remaining \$60,000 on their \$100,000 loan, toward reinvestment in the Folk on the Rocks site.
18. In response to a question from Councillor McGurk, Administration undertook to provide information regarding how loan forgiveness is reflected in the budget.



MEMBER STATEMENTS

19. There were no member statement for the agenda.

INTRODUCTION AND CONSIDERATION OF COMMITTEE REPORTS

Governance and Priorities Committee Report for October 15, 2024

20. Councillor Warburton read a report of a meeting held on Tuesday, October 15, 2024 at 12:05 p.m. in the City Hall Council Chamber.
21. There was no business arising from this meeting.
22. Council recessed at 8:31 p.m. and reconvened at 8:40 p.m.

Governance and Priorities Committee Report for October 21, 2024

23. Councillor Warburton read a report of a meeting held on Monday, October 21, 2024 at 12:05 p.m. in the City Hall Council Chamber.
- #0194-24 24. Councillor Warburton moved,
Councillor Payne seconded,

That Council adopt the following recommendations presented by the Human Resource Compensation Committee (HRCC) for the 2024 City Manager Performance Evaluation Process:

- 1. October 29: Mayor Alty to send Council and the City Manager the year end performance review template;**
- 2. November 15: Deadline for Council members and the City Manager to complete the template and send back to Mayor Alty; and**
- 3. November 25 (GPC): Year End Performance Review (In Camera).**

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

25. Council read a memorandum regarding the Integrity Commissioner Investigation Report dated October 10, 2024.
26. Councillor McGurk provided the following response to the report:



“This issue has repeatedly brought me back to last summer, and my involvement with the wildfire response. It was an experience that nearly brought me to my breaking point several times. My actions and responses were clouded by grief and trauma, I overlooked things that I should have understood to be important.

This is not an excuse, it is a fact. I was indignant in my certainty that I was acting appropriately. While last year’s events may have informed my conduct, they do not justify it. After I first spoke with the City Manager, I should have proceeded by contacting the Integrity Commissioner.

I was not acting in any formal capacity during last year’s fire, I had no contract, I was not compensated for the work I did. And without any formal contract, information is disputable and needs to be corroborated. That’s why we have explicit policies and bylaws, to maintain accountability. In this case, the undisputed evidence is that I borrowed an item from an individual, and no other party was formally involved.

When I understood that I might be crossing a line, I immediately took pause and contacted the Integrity Commissioner. It was, however, too late. I had already acted inappropriately and the complaint had been filed. While I am grateful to have found the sense to halt what I was doing, the reflection stopped there, and I continued to believe my actions were justified. Until I received the report, I didn’t understand how this was in any way a private matter.

I have put in a significant amount of consideration throughout this experience, I’ve come to understand that I was never acting on behalf of any party but myself. As the Integrity Commissioner has expressed in this report, I should have understood how my responsibilities as a councillor played a role in this situation. Responsibilities I committed to upholding for the length of my term when I was sworn in.

My only hope is that it is understood through my fulsome cooperation with this process that I have maintained transparency of my behavior, am invested in due process, and serious about upholding my duty. It was never my intent to abuse my role as a councillor, but I neglected to consider that my actions might not match my intentions.

In short, I am willing to accept responsibility for this contravention, and am deeply sorry to my constituents and fellow council members, to whom I owe my position and the privilege of being in this role.”

27. Councillor McGurk declared a conflict of interest and excused herself from the meeting at 8:45 p.m.



28. Council determined that it will add this matter to the Governance and Priorities Committee meeting of November 12, 2024 to discuss how to proceed with this matter.
29. Councillor McGurk returned to the meeting at 8:49 p.m.

ENACTMENT OF BY-LAWS

30. By-law No. 5095 - A by-law to amend Zoning By-law No. 5045, as amended, to add two new Residential Intensification zones (RI and RI-1) and associated changes was presented for Second and Third Reading.

- #0195-24 31. Councillor Warburton moved,
Councillor McGurk seconded,

Second Reading of By-law No. 5095.

MOTION CARRIED UNANIMOUSLY

- #0196-24 32. Councillor Warburton moved,
Councillor Arden-Smith seconded,

Third Reading of By-law No. 5095.

MOTION CARRIED UNANIMOUSLY

DEFERRED BUSINESS AND TABLED ITEMS

33. There was no deferred business and there were no tabled items.

OLD BUSINESS

34. There was no old business.

NOTICES OF MOTION

35. There were no notices of motion.

DELEGATIONS PERTAINING TO ITEMS NOT ON THE AGENDA

36. There were no delegations pertaining to Items Not on the Agenda.



ADMINISTRATIVE ENQUIRIES

37. There were no administrative enquiries for the agenda.

ADJOURNMENT

- #0197-24 38. Councillor Arden-Smith moved,
Councillor Payne seconded,

That the Meeting be adjourned at 8:57 p.m.

MOTION CARRIED UNANIMOUSLY

Mayor

City Manager



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Monday, October 28, 2024 at 12:05 p.m.

Report of a meeting held on Monday, October 28, 2024 at 12:05 p.m. in the City Hall Council Chamber.
The following Committee members were in attendance:

Chair: Mayor R. Alty,
Councillor S. Arden-Smith,
Councillor B. Hendriksen,
Councillor C. McGurk,
Councillor T. McLennan,
Councillor S. Payne, and
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Van Dine,
D. Gillard,
C. MacLean,
W. Newton,
K. Pandoo,
C. Saunders,
K. Thistle,
C. White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Alty read the Opening Statement.
2.	(For Information Only) There were no disclosures of conflict of interest.
3.	(For Information Only) Committee heard presentation from Lauren McNutt, a representative from Dunsky, regarding the Home Energy Retrofits Summary Report.



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- (For Information Only)

4. Committee heard a presentation from Scott Robertson, a representative from Triage Metrix, regarding the Street Outreach Program Evaluation.
 - (For Information Only)

5. Councillor Arden-Smith left the meeting at 1:10 p.m.
 - (For Information Only)

6. Committee continued its discussion regarding the Street Outreach Program Evaluation.
 - (For Information Only)

7. Committee recessed at 1:33 p.m. and reconvened at 1:45 p.m.
 - (For Information Only)

8. Committee continued its discussion regarding the Street Outreach Program Evaluation.
 - (For Information Only)

9. In response to a question from Committee, Administration undertook to provide more information about Recommendation 1.1 – Increased Core Funding (multi-year funding).
 10. The meeting adjourned at 2:22 p.m.



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Tuesday, November 12, 2024 at 12:05 p.m.

Report of a meeting held on Tuesday, November 12, 2024 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

Chair: Mayor R. Alty,
Councillor G. Cochrane,
Councillor R. Fequet,
Councillor B. Hendriksen,
Councillor C. McGurk,
Councillor T. McLennan,
Councillor S. Payne, and
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Van Dine,
D. Gillard,
C. Greencorn,
R. Johnson,
C. MacLean,
K. Pandoo,
C. White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Alty read the Opening Statement.
2.	(For Information Only) Councillor McGurk declared a conflict of interest with Item No. 6 on the agenda, a memorandum regarding determining how to respond to the Integrity Commissioner Report dated October 10, 2024.



(For Information Only)

3. Committee heard a presentation regarding the Draft Budget 2025.
4. **Committee read a memorandum regarding whether to implement the Home Energy Financing Program as designed by Dunsky Energy + Climate Advisors.**

Committee noted that in 2015, the City of Yellowknife (the City) retained the Pembina Institute to recommend innovative ways to finance energy efficiency and renewable energy retrofits in the residential sector. A turnkey approach for the City of Yellowknife was recommended^{1,2}. Following that recommendation, the City's Corporate and Community Energy Action Plan (CCEAP) set targets of:

- 1,250 homes adopting a Local Improvement Charge (LIC)-based retrofit financing by 2025,
- 4,688 tonnes GHG emissions reduction.

In 2021, the City engaged a consultant (Dunsky Energy Limited) to conduct a feasibility/program design study, which would serve as a precursor to an implementation plan, anticipating 100 eligible homes¹ to participate in the financing of deep-energy retrofits, light energy retrofits and potentially renewable energy retrofits. Dunsky designed a four-year home energy retrofit Program, called the Home Energy Financing (HEF) Program. The primary goals of the HEF Program are to reduce energy and Green House Gas (GHG) emissions and increase renewable energy use in single-family existing homes. Dunsky designed an LIC financing mechanism, using a turnkey delivery approach.

The HEF Program model shows that it could attract 40 – 220 participants over the first four years, with an average of 120 homes adopting the LIC mechanism over the four years. There are 7,515 residential dwellings in the City³. Out of this, 4,700 single-family homes (detached, semi-detached, attached, row/townhouse, and mobile homes) would be eligible for home energy financing under this proposed program. By the fourth year, the average program uptake predicted is only 2.5% of the total eligible homes, while expecting significant financial implications to the program operation.

Program features involve:

- Making homes energy efficient with insulation and air sealing;
- Increasing renewable energy use e.g., installing solar panels, biomass-based heating systems; and
- Implementing non-energy improvements such as health and safety measures.

¹ Pembina. 2015. [Loans for Heat – Towards a Yellowknife Energy Savings Program](#).

² LIC programs fall between 'hands-off' and 'turnkey'. In a hands-off approach, the program provides the loan, and it is up to the homeowner to figure out which retrofit to undertake, how much the energy and cost savings will be, whether the savings will be worth the expense, and which contractor to choose. In a turnkey approach, the City retains more control over which retrofits are eligible but providing a more complete package of services along with the loan itself.

³ Statistics Canada. 2022. [2021 Census of Population](#).



Committee noted that Council's policies, resolutions or goals include:

Strategic Direction #3: Sustainable Future

Key Initiative 3.1.1 Advancing energy initiatives, including district energy options to energy retrofits.

Committee noted that applicable legislation, by-laws, studies or plans include:

1. *Cities, Towns and Villages Act SNWT 2003, c.22*; and
2. Corporate and Community Energy Action Plan (2015-2025)

Territorial Legislation Overview

Section 121 of *Cities, Towns and Villages Act* (the Act) permits municipal corporations to use local improvement charges for financing local improvements. The Act requires that: (1) the City and property owner(s) enter into an agreement where the owner(s) consent to their properties being subject to a local improvement charge; and that (2) the authorization of the work takes place through City bylaw. The bylaw may authorize undertakings of energy efficiency works or renewable energy works which satisfy the requirements of a program of the municipal corporation. The Act is largely silent on the nature and components of such a program, allowing it to be tailored to meet municipal objectives.

Financial Considerations

Under a moderate scenario modelled for the Program, the estimated total funding required is \$3.5 million, of which \$1 million is for administrative costs and \$2.5 million is for home retrofit project loan capital. Funding for the program may come from the following two Federation of Canadian Municipalities (FCM) grant programs:

- Pilot Grant:
 - Grant for up to 50% of eligible cost; up to \$500,000 is available from FCM, which would require the City to make a contribution of \$523,000, and the 3rd party lender to make a contribution of about \$2.5 million.
- Capital Program:
 - Option 1: Capital loan combined with a grant. Funding for up to 80% of eligible cost; up to \$10 million in loans.
 - Option 2: Credit enhancement of \$2 million to support third-party financing. Grant up to \$5 million; not to exceed total start-up and operating costs. City contribution is estimated around \$248 thousand and the rest would be covered by either a 3rd party lender or FCM.

FCM applications are competitive and the above models will be assessed and approved on a case by case basis by FCM. No other funding sources are known to be available at this time.

Comparative Information

Example municipalities, in Nova Scotia, implemented a Property Assessed Clean Energy (PACE) Program. One town employed a third party company to execute the program. Their feedback included: (1) consider the return on investment before implementing such a



program, (2) consider co-benefits such as GHG reduction, and (3) make it accessible to people with a lower-income background, because it was identified the program only benefitted people with a high income background. Additional information can be found in the attached report.

Energy & Greenhouse Gas Emissions

GHG emissions savings were estimated to be 900 – 5200 tonnes over a four-year period based on estimated program uptake, with an average GHG emission savings of 2,900 tonnes over the four years. If implemented, the program would contribute to climate mitigation efforts in Yellowknife.

Social

Social impacts include improved homeowner comfort, and improved health and safety.

Committee noted that Implementation of the HEF Program at this time is not recommended due to the following reasons:

- Additional staff capacity is required to facilitate the energy-concierge service, guide homeowners to contractor directory, leverage third-party lenders, and coordinate with internal and external stakeholders;
- Capacity of energy contractors and auditors is limited with years long wait lists;
- Budget of approximately \$248,000 – \$523,000 over four years will need to be allocated to cover part of the Program costs. These are currently not accounted for in budget considerations. Moreover, contingency will need to be planned for, in case federal funding is not granted to cover the \$3.5 million required;
- With an average program uptake prediction at 2.5%, the implementation of an LIC program will benefit small population of Yellowknife. Due to program eligibility requirements, uptake is expected to be lower;
- Homeowners most likely to participate in this program are those who have a moderate to high income;
- Many financing options are available to qualified homeowners to retrofit their home through the private sector and federal government;
- The Program may need to be expanded to consider climate adaptation in home retrofits; and
- The average Program model does not meet the targets set by the Corporate and Community Energy Action Plan (CCEAP) 2015 – 2025.

Future implementation of the Program may be considered with:

- A revision to the Corporate and Planning and Development Departmental work plan incorporating implementation of the Program;
- Staff and budget allocation for successful execution of the Program;
- Program expansion to include climate adaptation-related home retrofits to benefit a larger population;
- Program designed to benefit segments of the population without the means to obtain third party financing;



- Strategies for benefitting lower to moderate income populations;
- Program design to benefit larger multi-unit dwellings not focused on Single Detached Homes; and
- Overall GHG reduction may be better served through promotion of District Energy options.

The new Climate Action Plan 2026 – 2036 may consider and plan for a more suitable LIC mechanism beneficial to Yellowknife in the future.

Committee noted that they are not able to accept the Dunsky Energy + Climate Advisors, Program Design Report for information as they are not able to implement it at this time.

Committee recommended that Council not direct Administration to implement the Home Energy Financing Program at this time.

MOVE APPROVAL

(For Information Only)

5. Councillor McGurk declared a conflict of interest and excused herself from the meeting at 12:55 p.m.
6. **Committee read a memorandum regarding determining how to respond to the Integrity Commissioner's Investigation Report dated October 10, 2024.**

Committee noted that the Integrity Commissioner's Report dated October 10, 2024 sets out the results of an investigation by the City of Yellowknife Integrity Commissioner into a complaint in which it is alleged that Council Member Cat McGurk attempted to use City of Yellowknife funds to obtain reimbursement for a laptop she had borrowed from an individual and misplaced.

The Integrity Commissioner has concluded within the report that the complaint against Council Member McGurk under the Council Code of Ethics By-law is founded. Council must therefore, in accordance with the Council Code of Ethics By-law, consider and respond to the Integrity Commissioner's report within 90 days after the day the report is laid before it.

The Integrity Commissioner's report was presented to City Council at the October 28, 2024 Council meeting and must therefore be responded to by January 26, 2025. City Council determined at the October 28, 2024 Council meeting to refer this matter to the November 12, 2024 Governance and Priorities Committee to facilitate discussion on how to respond to the report.

Committee noted that Council's policies, resolutions or goals include:

Strategic Direction #2: Service Excellence

Focus Area 2.3

Organizational Culture



Providing a positive and productive workplace environment for effective governance and service excellence.

Committee noted that applicable legislation, by-laws, studies or plans include:

Cities, Towns and Villages Act; and
Council Code of Ethics By-law No. 4976.

Council Code of Ethics By-law

In accordance with Council Code of Ethics By-law No. 4976, where the complaint is sustained in whole or in part, the Integrity Commissioner shall report to Council outlining the findings, or recommended corrective action and Council shall consider and respond to the Integrity Commissioner's report within 90 days after the day the report is laid before it.

In responding to the report, Council may vary a recommendation that imposes a penalty, subject to Section 35, subsection (2) of the *Cities, Towns and Villages Act* but shall not refer the recommendation other than back to the Integrity Commissioner.

Upon receipt of recommendations from the Integrity Commissioner, Council may by resolution approved by at least 2/3 of the Members present, in circumstances where the Integrity Commissioner has determined there has been a violation of the Council Code of Ethics By-law, impose one or more of the following penalties:

- (a) Public censure; or
- (b) Removal of the member from a meeting.

Cities, Towns and Villages Act

Section 35 of the *Cities, Towns and Villages Act* states:

- 35. (1) Council may adopt a code of ethics for council members.
- (2) A code of ethics may provide that council, by a 2/3 majority, may publicly censure or remove from a meeting any council member who it determines has breached the code of ethics.

Committee noted that the Integrity Commissioner has concluded within his report dated October 10, 2024 that the complaint against Council Member McGurk under the Council Code of Ethics By-law is founded. Council must therefore, in accordance with the Council Code of Ethics By-law, consider and respond to the Integrity Commissioner's report within 90 days after the day the report is laid before it. Council must therefore respond to the report prior to January 26, 2025. Although the Council Code of Ethics By-law states that Council "may impose one or more of the following" the *Cities, Towns and Villages Act* is paramount and states "may publicly censure or remove from a meeting". Accordingly, this is reflected in the Alternatives noted above.



Committee recommended that Council:

- 1. Receives the Integrity Commissioner's Investigation Report dated October 10, 2024 as presented;**
- 2. Accepts Councillor McGurk's willingness to accept responsibility for the contraventions; and**
- 3. Censure Councillor McGurk for violating articles 4.6, 12.1 and 13.1 of the Council Code of Ethics By-law.**

MOVE APPROVAL

(For Information Only)

7. Councillor McGurk returned to the meeting at 1:05 p.m.

(For Information Only)

8. Councillor Cochrane moved,
Councillor Hendriksen seconded,

That Committee move in camera at 1:05 p.m. to discuss a memorandum regarding whether to appoint a member to serve on the Community Advisory Board on Homelessness and to discuss a memorandum regarding whether to appoint someone to fill a vacant position on the Audit Committee.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

9. Committee discussed a memorandum regarding whether to appoint a member to serve on the Community Advisory Board on Homelessness.

(For Information Only)

10. Committee discussed a memorandum regarding whether to appoint someone to fill a vacant position on the Audit Committee.

(For Information Only)

11. Councillor Fequet moved,
Councillor Cochrane seconded,

That Committee return to an open meeting at 1:10 p.m.

MOTION CARRIED UNANIMOUSLY

12. **Committee read a memorandum regarding whether to appoint a member to serve on the Community Advisory Board on Homelessness.**

Committee noted that there is a vacancy on the Community Advisory Board (CAB) on Homelessness for a representative from an organization serving seniors.



It is the practice of the City of Yellowknife to advertise all vacancies for boards and committees. The City has advertised a vacancy on the Community Advisory Board (CAB) on Homelessness in the Capital Update, the City's website and social media sites.

Committee noted that Council's policies, resolutions or goals include:

Council Goal #1 People First

Motion #0459-96, as amended by #0460-96, #0462-96 and #0273-09:

"The following policy be adopted with respect to appointments to municipal boards and committees:

- i) The maximum consecutive years that an individual may serve on any one board or committee is six.
- ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee.
- iii) No individual shall be precluded from serving concurrent terms on more than one municipal board or committee.
- iv) Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee.
- v) Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular board or committee, the six year maximum limitation may, at the discretion of City Council, be waived.
- vi) Should the City receive no applications to fill a vacancy on any particular board or committee, City Council may appoint a member of the public at their discretion.

Committee noted that applicable legislation, by-laws, studies or plans include:

Council Procedures By-law No. 4975, as amended.

Legislation

Section 122 of Council Procedures By-law No. 4975 states:

Special Committees of Council

122. Where Council deems it necessary to establish a special committee to investigate and consider any matter, Council shall:
- (1) name the committee;
 - (2) establish terms of reference;
 - (3) appoint members to it;
 - (4) establish the term of appointment of members;
 - (5) establish requirements for reporting to Council or a standing committee; and
 - (6) allocate any necessary budget or other resources to it.



Procedural Considerations

All appointments to Special Committees must be approved by Council.

The composition of the Committee was structured so that various segments of the community are represented.

Committee noted that Committee members will assist the City in an advisory capacity regarding homelessness issues within the municipal boundaries of the City of Yellowknife. Appointing a full complement of Members will ensure that the work of the committee is completed in a timely fashion.

Committee recommended that Council appoint John Williston, a representative from an organization serving seniors, to serve on the Community Advisory Board on Homelessness (CAB) commencing November 29, 2024 and ending November 28, 2026.

MOVE APPROVAL

13. **Committee read a memorandum regarding whether to appoint someone to fill a vacant position on the Audit Committee.**

Committee noted there is a vacancy on the Audit Committee for an accountant.

It is the practice of the City to advertise all committee vacancies. The City advertised the vacancy, specifying that it be filled by an accountant in the City's newsletter and the City's website.

Committee noted that Council's policies, resolutions or goals include:

Council Goal #1 People First.

Motion #0459-96: "The following policy be adopted with respect to appointments to municipal boards and committees:

- i) The maximum consecutive years that an individual may serve on any one board or committee is six.
- ii) Individuals who have served the maximum six-year period on one municipal board or committee shall be eligible to be appointed to another board or committee.
- iii) No individual shall be precluded from serving concurrent terms on more than one municipal board or committee.
- iv) Notwithstanding that an individual appointee has served less than six years on a particular board or committee, Council may, after the expiration of the first or subsequent terms of that appointee, advertise for applicants to fill a vacancy on that board or committee.
- v) Notwithstanding clause (i.) of this policy, should the City receive no applications to fill a vacancy on any particular



board or committee, the six year maximum limitation may, at the discretion of City Council, be waived.

Committee noted that applicable legislation, by-laws, studies or plans include:

1. *Cities, Towns and Villages Act*, and
2. Audit Committee By-law No. 4217, as amended.

Consistency

The Audit Committee has recommended staggered terms for Committee members.

Legislation

Audit Committee By-law No. 4127 requires outside members to reside in Yellowknife and be independent from City Council, management, auditors, legal counsel and major contractors. Section 4.a.ii(1) states that the currently vacant position must be filled by an accountant.

Procedural Considerations

The Audit Committee helps to enhance the auditor's real and perceived independence by providing an intermediary link between the auditor and Council. The Audit Committee limits the reliance Council must place on the technical expertise of the independent auditor.

Committee noted that the Audit Committee is intended to function with a full complement of six members. Having the term of a new member expire in three years will conform to the staggered term recommendation.

Committee recommended that Council, pursuant to Audit Committee By-law No. 4127, appoint an accountant to serve on the City of Yellowknife (City) Audit Committee: Janet Toner from November 23, 2024 to June 30, 2025 and Christine Siu from July 1, 2025 to June 30, 2028.

MOVE APPROVAL

14. The meeting adjourned at 1:11 p.m.



CITY OF YELLOWKNIFE

GOVERNANCE AND PRIORITIES COMMITTEE REPORT

Monday, November 18, 2024 at 12:05 p.m.

Report of a meeting held on Monday, November 18, 2024 at 12:05 p.m. in the City Hall Council Chamber. The following Committee members were in attendance:

Chair: Mayor R. Alty,
Councillor S. Arden-Smith,
Councillor G. Cochrane,
Councillor R. Fequet,
Councillor B. Hendriksen,
Councillor C. McGurk, (12:20 p.m.)
Councillor T. McLennan, (via teleconference)
Councillor S. Payne, and
Councillor R. Warburton.

The following members of Administration staff were in attendance:

S. Van Dine,
D. Gillard,
C. Greencorn,
R. Johnson,
C. MacLean,
K. Pandoo,
C. White,
G. White, and
S. Jovic.

<u>Item</u>	<u>Description</u>
1.	(For Information Only) Mayor Alty read the Opening Statement.
2.	(For Information Only) There were no disclosures of conflict of interest.
3.	(For Information Only) The 2024 Salvation Army Christmas Kettle Kick-off took place.



(For Information Only)

4. Committee heard a presentation regarding the 2024 Work Plan Update.
5. In response to a question from Committee, Administration undertook to bring a revised Work Plan forward in Q1 2025 after Budget deliberations.
6. **Committee read a memorandum regarding whether to repeal and replace Development Incentive Program By-law No. 4534, as amended, and whether to amend Financial Administration By-law No. 4206, as amended.**

Committee noted that on October 15, 2024 Administration provided a draft Development Incentives By-law and draft amendment to the Financial Administration By-law No. 4206, as amended, to Governance and Priorities Committee (GPC). All documents have been reviewed and updated, where appropriate, to incorporate recommendations and considerations provided at the meeting.

Committee was provided with the updated draft Development Incentives By-law and a chart outlining considerations, recommended changes and explanations.

Administration was requested to reconsider the financing of Development Incentives outside of the Downtown "DT" Zone. The Downtown Development Reserve was created to support development within the downtown, and is funded through 25% parking meter revenue.

It was recommended that a new fund be created for Development Incentives in other areas of the city and utilize the remaining \$141,000 (estimated) in the Revitalization Initiative Reserve.

An alternative solution is proposed. It is recommended that the Revitalization Initiative Reserve not be closed, and that it be added to the Financial Administration By-law to fund Development Incentives and specific land sales.

Committee noted that Council's policies, resolutions or goals include:

Strategic Direction #1:

Focus Area 1.2

People First

Housing for All

Doing our part to create the context for diverse housing and accommodation options.

Key Initiative 1.2.1

Setting the context and foundation for a fulsome continuum of housing options, from social to market to workforce accommodation.

Focus Area 1.3

Liveable Community



	Supporting all residents to participate in the social fabric and physical space of our community.
Key Initiative 1.3.1	Providing affordable and diverse recreation and arts opportunities for residents.
Key Initiative 1.3.3	Supporting design standards that are multi-modal including recognizing Yellowknife’s advantages as a winter city.
Strategic Direction #3:	Sustainable Future
Focus Area 3.1	<u>Resilient Future</u> Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.
Focus Area 3.2	<u>Growth Readiness</u> Ensuring land development supports economic readiness and community priorities.
Key Initiative 3.2.2	Completing land development tools and strategies that support growth readiness.
Key Initiative 3.2.3	Modernizing development incentive options.
Focus Area 3.3	<u>Robust Economy</u> Doing our part to stimulate and amplify economic development opportunities.
Motion #0129-22	That Council direct Administration to: <ul style="list-style-type: none">(i) Review all current development and business incentive programs offered by the City of Yellowknife, including the Development Incentive Program By-law No. 4534; and(ii) Bring forward recommendations for a comprehensive incentive program, funded from the Downtown Improvement Reserve, that facilitates development in the downtown.
Motion #0141-22	That Council direct Administration to: <ul style="list-style-type: none">(i) utilize the Revitalization Initiative Fund toward the development of City owned lands within the Downtown by contributing to the Land Fund to facilitate:



- a. selling Lots 8, 9, and 10, Block 31, Plan 65 (5016, 5018 and 5022 50th Street) for less than appraised value, pursuant to a Request for Proposal process; and
 - b. selling Lot 34, Block 30 (50/50 Lot) for less than appraised values, pursuant to the Terms of Reference/Request for Proposal attached to and forming part of the memorandum to committee dated September 12, 2022.
- (ii) transfer \$2.275 million dollars from the Revitalization Initiative Fund to the Land Administration Fund to cover the land value of the properties listed above;
 - (iii) transfer \$141,000 dollars from the Revitalization Initiative Fund to the Downtown Improvement Reserve to support Development Incentives; and
 - (iv) to close the Revitalization Initiative Fund.

Motion #0109-24

That Council direct Administration to bring forward a draft Development Incentive By-law to reflect the incentives in Table A.

Committee noted that applicable legislation, by-laws, studies or plans include:

1. Cities, Towns and Villages Act S.N.W.T. 2003;
2. Community Plan By-law No. 5007;
3. Zoning By-law No. 5045, as amended;
4. Land Administration By-law No. 5078;
5. Development Incentive Program By-law No. 4534, as amended;
6. City of Yellowknife Vision for Downtown Revitalization;
7. Retail Revitalization Strategy;
8. City of Yellowknife Economic Development Strategy (2020-2024);
9. 2010 Smart Growth Development Plan;
10. City of Yellowknife Visitor Services Strategy;
11. YKDFN/City Joint Economic Development Strategy;
12. Accessibility Audit Report & Implementation Strategy (2018);
13. Trail Enhancement and Connectivity Strategy Report (2018);
14. 10 Year Plan to End Homelessness (2017);
15. Development & Design Standards (ongoing);
16. Corporate and Community Energy Action Plan (2015-2025); and
17. Yellowknife Downtown Façade Improvement Guidelines (2017).



Legislation

The *Cities, Towns and Villages Act, S.N.W.T., 2003, c.22, sections 70 and 72*, provides municipalities with the authority to adopt a Development Incentive By-law. The by-law provides procedures, terms, and conditions to incent development, redevelopment, relocation and housing initiatives.

Section 101(3)(d) of the *Cities, Towns and Villages Act, S.N.W.T., 2003, c.22* requires that, in respect of each fund established, Council shall by by-law, create and describe the specific purposes of any reserves that will be created under the fund.

Financial Considerations

It is not recommended that an additional reserve be created to fund Development Incentives in areas outside the Downtown “DT” Zone. Currently, Administration has four funds/reserves to support different aspects of the Development Incentives By-law. The creation of a fifth reserve adds financial and administrative burden to the process.

Abatements are funded through the *General Fund*, this amount is reviewed and adjusted each year based on the applications received.

In April 2024, the Government of Canada announced the City of Yellowknife’s successful application to the *Housing Accelerator Fund*. Specific funding is dedicated to Development Incentives directly resulting in the construction of new dwellings. HAF specifically allocates funds for affordable and missing middle dwelling options through an incentives program. This equals approximately \$200,000 per year, for four years. Additional HAF programs and allocations may be available as the City develops and implements the required initiatives.

There is currently \$747,000 (est. December 2024) in the *Downtown Development Reserve*, of which some of the funding may be used for Development Incentives within the Downtown “DT” Zone. 25% of parking fees are allocated to fund these; and Council passed a resolution in August 2022 for a one-time addition of funding when the Revitalization Fund (\$2,416,000) is closed (see Revitalization Initiatives Reserve below).

All directions from the 2022 *Revitalization Initiatives Reserve* motion #0141-22, have not been completed and therefore the reserve remains active. The motions directed that once two properties were sold, money was to be transferred to the Land Development Fund, the remaining money was to be transferred to the Downtown Development Reserve and the Revitalization Initiatives Reserve was to be closed. A purchase agreement has been entered into for the lots 8, 9, and 10, Block 31, Plan 65 (5016, 5018 and 5022 50th Street) and once the transaction is complete, \$825,000 will be transferred from this reserve. The sale of Lot 34, Block 30 (50/50 Lot) has not been successful to date. It is recommended that the approximately \$141,000 not tied to the sale of a city owned lot be used in the mean time for Development Incentives in areas outside of the Downtown.

Administration has included in the draft by-law clear language that incentive options (not funded by HAF) in future years will be available based on funding. Funding will be a



consideration for Council during future budget deliberations. At this time, there is enough money between the four existing funds to support the Development Incentives program in 2025.

Committee noted that the options recommended incorporate priorities identified through Council's Strategic Directions, which support the Downtown, Accessibility, Climate Change, Housing, Commercial, Industrial, and Redevelopment. Administration supports and recommends all the options presented in By-law No. 5097. The recommended incentives; funded through the General Fund, Housing Accelerator Fund, Downtown Development Reserve and the Revitalization Initiatives Reserve; have adequate funding for 2025. Additional funding will be considered for 2026 and beyond.

Committee requested an amendment to the "Affordable Housing Rental" definition in the Development Incentive By-law.

Committee recommended:

1. That By-law No. 5097, a by-law to repeal and replace Development Incentive Program By-law No. 4534, as amended, be presented for adoption;
2. That By-law No. 5098, a by-law to amend Financial Administration By-law No. 4206, as amended, be presented for adoption; and
3. **That Council direct Administration to utilize the Revitalization Initiative Reserve toward Development Incentives and the development of City owned lands by contributing to the Land Fund to facilitate:**
 - a. **selling Lot 34, Block 30, Plan 2564 (50/50 Lot), pursuant to the Terms of Reference/Request for Proposal;**
 - b. **retain the remaining \$1,591,000 dollars in the Revitalization Initiative Reserve to:**
 - i. **support the sale of Lot 34, Block 30, Plan 2564; and**
 - ii. **fund and support Development Incentives;**
 - c. **the Revitalization Initiative Reserve is to remain open.**

(For Information Only)

7. Committee read a memorandum regarding whether to adopt a Sponsorship and Naming Rights Policy.

Committee noted that the City of Yellowknife has been desirous of exploring innovative ways of generating revenue to offset the costs of operating facilities, programs and events for many years. Commencing in the latter part of the last century the City has been successful in generating revenue through the sales of advertising within facilities. As the number of facilities grew so did the success of the sales of advertising space. In the early stages of the current century with the addition of the Multiplex a community based organization, Facilities for Kids undertook the sales of advertising space on behalf of the City to generate funds to assist in offsetting the capital costs of the facility. This spawned a large interest in other City facilities including broader sponsorship opportunities. As these requests expanded, it became clear that the sophistication of the work and the workload



made it impossible to be done off the side of a staff's desk. This resulted in securing a contractor to carry out the work on behalf of the City. This contract was terminated in 2023.

The desire to continue to explore and expand innovative ways of generating revenue for the City was revived with the development of the Aquatic Centre. Utilizing the experience gained through past sponsorship contractors, and with input from other City Departments, including Economic Development and Strategy (EDS) and City Clerk, a Request for Proposals process was launched to continue seeking revenue. To ensure that the draft Sponsorship and Naming Rights Policy reflected current and up-to-date practices within other municipalities, the City Clerk carried out research of similar policies from other municipal jurisdictions. In addition, EDS staff provided input into the development of the contract for the sponsorship contractor, as well as assisting in the review/development of the draft Policy.

Through a competitive process, the City has recently awarded a contract to Arts & Communication Counselors Inc. (A&C) for the purpose of selling sponsorship and naming rights for City facilities, programs and events with a primary focus on the Aquatic Centre. The scope of work includes, among many other items, a review of the draft Sponsorship and Naming Rights Policy. The purpose of the review is to provide comments and recommend changes to the draft to ensure that it is current, meets industry standards among municipalities and reflects a professional approach to securing and retaining sponsors and naming rights for City facilities, programs and events.

A&C have proposed a work plan that includes:

Asset & Policy Review	1 month
Development of Pricing & Benefit Strategy	1.5 months
Prospecting & Packaging	2 weeks
Sales and Negotiations	4 to 6 months

Following the final approval of the Sponsorship and Naming Rights Policy, the remaining key activities listed in the A&C work plan will be undertaken.

Committee noted that Council's policies, resolutions or goals include:

Strategic Direction #1: People First

Key Initiative 1.3.1 Providing affordable and diverse recreation and arts opportunities for residents.

Strategic Direction #3: Sustainable Future

Focus Area 3.1 Resilient Future
Enhancing Yellowknife as a great place to live, visit, work and play now and into the future.

Focus Area 3.3 Robust Economy



Doing our part to stimulate and amplify economic development opportunities.

Financial Considerations

Over the past 6 years, the City has generated a net profit of \$435,879 in advertising sales and sponsorship in City facilities including the Ruth Inch Memorial Pool, Community Arena, Multiplex and Fieldhouse.

Corporate Impact

With Council's approval of the Sponsorship and Naming Rights Policy the City's reputation will be protected through the Guiding Principles contained in the Policy. There are specific Guiding Principles contained in the policy to ensure that the City's goals, objectives, values and mandate are upheld to the highest standards.

Departmental Consultation

The City Clerk and the Department of Economic Development and Strategy have been key in the development of the revamped process of securing a contractor to solicit sponsors and those interested in pursuing naming rights for City facilities, programs and events.

Committee noted that the Sponsorship and Naming Rights Policy will allow the City to generate funds by providing opportunities within City of Yellowknife recreation facilities for potential partners to be recognized in exchange for financial considerations. The Policy will ensure that all sponsorship and naming rights arrangements will be carried out in a clear and consistent manner with set guidelines and procedures.

Staff from several City Departments have provided key input into the research and development of the proposed policy. Arts & Communication Counselors Inc. have also reviewed the proposed policy, and both have provided key input to ensure that the Policy reflects the current trend with similar policies in municipal settings and a modern approach to securing sponsors.

With the development of the Aquatic Centre near completion, the City has been approached by members of the business community expressing interest in pursuing sponsorship type opportunities. The Sponsorship and Naming Rights policy will allow for these opportunities to be further explored.

(For Information Only)

8. Councillor Arden-Smith left the meeting at 1:07 p.m.



(For Information Only)

9. Committee continued its discussion regarding whether to adopt a Sponsorship and Naming Rights Policy.

Committee referred the Sponsorship and Naming Rights Policy back to Administration. Committee requested a number of changes to the policy and items for follow up to be brought forward to a future GPC meeting.

10. **Committee discussed a leave policy.**

Committee noted that currently members of Council must not be absent from regular City Council meetings for more than (3) three consecutive regular meetings of Council unless authorized by a resolution of Council. Committee further noted that historically, members of Council have not required a resolution of Council because leave to run in a territorial election and other leaves have not been longer than (3) three consecutive meetings. Committee noted that no leaves of longer than (3) three consecutive meetings have been taken. Committee noted that members of Council have taken leaves of shorter duration including leaves to run in a territorial election. Committee noted that, in pursuit of a more diverse and inclusive government, a Council Leave Policy should be created to reduce any barriers to participation and to allow for different types of leave for different durations by members of Council. Committee requested that a Council Leave Policy include the following provisions: parental leave, medical leave and leave to run for another office.

Committee recommends that Administration draft a Council Leave Policy and present it to Council prior to the next election.

MOVE APPROVAL

(For Information Only)

11. Committee recessed at 1:22 p.m. and reconvened at 1:32 p.m.

(For Information Only)

12. Councillor Warburton moved,
Councillor Cochrane seconded,

That Committee move in camera at 1:32 p.m. to discuss a land matter.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

13. Committee discussed a land matter.



-
- (For Information Only)
14. Councillor Fequet moved,
Councillor Warbuton seconded,

That Committee return to an open meeting at 2:13 p.m.

MOTION CARRIED UNANIMOUSLY

- (For Information Only)
15. There was no business arising from the in camera session.
16. The meeting adjourned at 2:14 p.m.



CITY OF YELLOWKNIFE

MEMORANDUM TO COMMITTEE

COMMITTEE: Governance and Priorities / Council

DATE: November 25, 2024

DEPARTMENT: Corporate Services

ISSUE: Whether to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension.

RECOMMENDATION:

That Council authorize the Mayor and City Manager to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension in the amount of \$163,020 plus GST per year.

BACKGROUND:

In July 2024, the City issued a Request For Proposals (RFP) for the provision of financial audit services for the three fiscal (3) years ending December 31, 2024 to December 31, 2026; two (2) proposals were received prior to the August 16, 2024 submission deadline.

The Bid Evaluation Committee comprising of three (3) Audit Committee members determined that the proposal of Crowe MacKay LLP presented the overall best solution for the City, and advised the Audit Committee accordingly.

On November 07, 2024 the Audit Committee met and recommended that Council authorize the Mayor and City Manager to enter into a contract with Crowe MacKay LLP for financial audit services for a three-year period commencing with the 2024 fiscal year, with the potential for a one-year mutual option to extend.

COUNCIL POLICY / RESOLUTION OR GOAL:

Strategic Directions **Service Excellence** with focus areas - Asset Management & Capacity building

APPLICABLE LEGISLATION, BY-LAWS, STUDIES, PLANS:

1. *Cities, Towns and Villages Act, S.N.W.T. 2003, c.22 (CTV Act)*
2. City of Yellowknife, Audit Committee By-law No. 4127, as amended

CONSIDERATIONS:

Legislative

Section 104(1) of the *Cities, Towns and Villages Act* states that Council shall appoint an auditor for the municipal corporation.

Section 104(4) of the *Cities, Towns and Villages Act* states that the municipal corporation shall give written notice to the Minister of the appointment or revocation of an auditor, within 30 days after the appointment or revocation.

Section 9b. of the City of Yellowknife, Audit Committee By-law No. 4127, as amended, states that the Audit Committee shall recommend the external and internal auditor for appointment by Council.

Financial Considerations

Under the contract, the annual fee for financial audit services will be \$163,020 plus GST for the fiscal years ended December 31, 2024 to December 31, 2026. If the contract is extended for the option one years, the annual fee will be the same for the fiscal year 2027.

The above mentioned fees includes attendance at four (4) Audit Committee meetings annually and enquiry from Management regarding general information and/or clarifications of a technical nature. The fees do not take into account any travel cost which may be required. The estimated travel costs are \$19,000 and, if any, will be based on actual costs involved.

The City paid \$55,385 plus GST each year for the fiscal years ended December 31, 2021 to December 31, 2023.

ALTERNATIVES TO RECOMMENDATION:

None.

RATIONALE:

An audit is a key feature of modern public administration which can enhance public confidence. City Council can fulfill its fiduciary responsibilities by making use of the audit as well as take this opportunity to improve management of resources and accountability. Moreover, the *Cities, Towns and Villages Act* requires Council to appoint an auditor for the City.

As a result, Administration followed a competitive process to solicit bids for financial audit services for the years 2024-26, and the Audit Committee determined that Crowe MacKay LLP met the intent of the RFP, including having the necessary resources to conduct an independent audit.

ATTACHMENTS:

Audit Committee Minutes (Draft) November 07, 2024 (DM #782752).

Prepared: November 18, 2024; MM.

Reviewed: November 19, 2024; KP.



CITY OF YELLOWKNIFE

AUDIT COMMITTEE

Thursday, November 7, 2024 at 5:30 p.m.

Via Video/Teleconference Call/City Hall – Main Boardroom

MINUTES

Minutes of a meeting held on Thursday, November 7, 2024 at 5:30 p.m. via conference call and at City Hall in the Main Boardroom. The following Committee members were in attendance:

Chair: N. Ensing,
Members: Mayor R. Alty, (ex-officio)
Councillor T. McLennan,
D. Cruickshank,
J. Toner,
S. McKinney.

The following members of Administration were in attendance:

S. Van Dine, City Manager
K. Pandoo, Director, Corporate Services
M. Malik, Manager, Financial Services, and
H. Ding, Manager, Budgeting and Taxation

Delegation: Fred Deschenes,
Aaron Halladeen

Call to Order

1. The meeting was called to order at 5:35 p.m.

Opening Statement

2. Chair N. Ensing read the Opening Statement.

Approval of Agenda

Committee agreed unanimously to change the order of the agenda by switching No. 8 with No. 6.

Disclosure of pecuniary interest and the general nature thereof

4. There were no disclosures of pecuniary interest.

Approval of Minutes

5. J. Toner moved,
Councillor T. McLennan seconded,



That the minutes of the meeting held on June 20, 2024 be adopted.

MOTION CARRIED UNANIMOUSLY

Audit Plan and Schedule presentation and discussion with Audit Committee

6. S. McKinney moved,
D. Cruickshank seconded,

That the Committee accept the proposed Audit Plan and Schedule.

MOTION CARRIED UNANIMOUSLY

In Camera

7. J. Toner moved,
Councillor T. McLennan seconded,

That Committee move in camera at 6:08 p.m. to have a discussion with the Auditor without management being present.

MOTION CARRIED UNANIMOUSLY

(For Information Only)

8. Committee held a discussion with the auditor, including annual enquiries by the auditor.
9. J. Toner moved,
Councillor T. McLennan seconded,

That Committee return to an open meeting at 6:17 p.m.

A discussion regarding the appointment of the Auditor

10. Councillor T. McLennan moved,
S. McKinney seconded,

That the Committee recommends that Council authorize the Mayor and City Manager to enter into a three (3) year contract with Crowe MacKay LLP for the provision of financial audit services for the fiscal years ending December 31, 2024 – 2026, with the potential for a one-year mutual extension in the amount of \$163,020 plus GST per year.

MOTION CARRIED UNANIMOUSLY

Review of draft Finance Committee By-law and Terms of Reference

11. Committee noted that the proposed draft Finance Committee By-law would replace the existing Audit Committee By-law.
12. D. Cruickshank moved,
Mayor R. Alty seconded,



That the Committee accepts the proposal to have:

- (1) a sub-committee comprised of two members from the Audit Committee to review the draft Finance Committee By-law before the next Audit Committee meeting;**
- (2) Members J. Toner and R. Alty as part of the said sub-committee.**

MOTION CARRIED UNANIMOUSLY

Next Meetings

13. Committee noted the following schedule of upcoming meetings:
 - Thursday, February 6, 2025 at 4:00 PM
 - Thursday, March 27, 2025 at 4:00 PM
 - Thursday, June 19, 2025 at 4:00 PM

Adjournment

14. D. Cruickshank moved,
Councillor T. McLennan seconded,

That the meeting be adjourned at 7:00 p.m.

THE CITY OF YELLOWKNIFE

NORTHWEST TERRITORIES



DEVELOPMENT INCENTIVES

BY-LAW NO. 5097

Adopted Month, XX, 2024

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CITY OF YELLOWKNIFE

BY-LAW NO. 5097

BG 81

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, authorizing the Municipal Corporation of the City of Yellowknife to provide for the provision of development, redevelopment, relocation and housing incentives, and grants.

PURSUANT TO:

- a. Sections 70 and 72 of the *Cities, Towns and Villages Act, S.N.W.T. 2003. C.22*, as amended;
- b. Sections 1-15 and 76-83 of the *Property Assessment and Taxation Act, R.S.N.W.T. 1988, c.P-10*;
- c. City of Yellowknife Tax Administration By-law No. 4207, as amended; and
- d. Due notice to the public, provision for inspection of the by-law and due opportunity for objections thereto to be heard, considered and determined;

WHEREAS the Municipal Corporation of the City of Yellowknife Community Plan contains policy provisions related to development, redevelopment, relocation and housing incentives;

WHEREAS the Municipal Corporation of the City of Yellowknife deems it desirable to adopt a Development Incentives By-law;

WHEREAS the Municipal Corporation of the City of Yellowknife seeks to encourage development and revitalization of residential, commercial and industrial properties for the general benefit of the City;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife deems it appropriate that the whole of the City of Yellowknife be included in the area of land subject to this by-law;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to repeal and replace Development Incentive Program By-law No. 4534, as amended;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular sessions duly assembled, enacts as follows:

1. GENERAL

1.1. Short Title

This by-law may be cited as the “**The Development Incentives By-law**”.

1.2. Availability

All abatements and grants are subject to available funding. Submitting an application does not guarantee funding, even if all eligibility criteria are met, as funding is limited. Applications are processed on a first come first served basis subject to funding.

1.3. Definitions

In this By-law:

“Abatement”	means a grant providing relief for the increase in tax assessment related only to the increased assessed value of a property as a result of property improvements based on the certified property assessment.
“Adjacent Property”	means the property, land, or lot adjoining the property in question along a lot line or separated only by an alley, easement, roadway or highway;
“Affordable Rental Housing”	means housing where the total monthly shelter cost (gross monthly rent, inclusive of utilities for heat, hydro, hot water and water) is at or below 30% of the before-tax monthly income of renter households in the City of Yellowknife, as follows: <ol style="list-style-type: none"> 1. studio units: households at or below the 50th percentile income; 2. one-bedroom units: households at or below the 60th percentile income; 3. two-bedroom units: households at or below the 60th percentile income; 4. three-bedroom units: households at or below the 60th percentile income.

“Affordable Home Ownership”

Housing where the purchase price (which for new units is inclusive of Government Sales Tax (GST) payable by the purchaser) is at or below an amount where the total monthly shelter cost (mortgage principal and interest – based on a 25-year amortization, 10 per cent down payment and the mortgage rate for a conventional 5-year mortgage as reported by the Bank of Canada in January of the applicable year, and a mortgage insurance premium – plus property taxes calculated on a monthly basis based on the purchase price, and standard condominium fees, if applicable) is affordable, based on paying no more than 30% of before-tax monthly income, to all households in the City of Yellowknife as follows:

1. studio units: households at or below the 30th percentile income;
2. one-bedroom units: households at or below the 40th percentile income;
3. two-bedroom units: households at or below the 50th percentile income;
4. three-bedroom units: households at or below the 60th percentile income.

“Appraised Value”

means the most probable price, determined by a professional real estate appraiser, which a property should bring in a competitive and open market as of a specified date under all conditions requisite to a fair disposal, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimuli.

“Applicant”

means a person that owns land in the City of Yellowknife, which includes a person that has entered into a fully executed and in full force and effect real estate purchase contract in respect of real property and that has applied for an abatement or grant under this by-law related to that property.

“Average Rent (CMHC Statistic)”

This represents rent levels in both new and existing structures. This is a weighted average of all units combined, whether vacant or occupied.

“Assessed Value”	Any reference in this by-law has the same meaning as identified in the <i>Property Assessment and Taxation Act, RSNWT 1988, c.P-10</i> .
“City”	means the Municipal Corporation of the City of Yellowknife.
“City Manager”	means the Senior Administrative Officer of the City of Yellowknife or their designate appointed pursuant to the <i>Cities, Towns and Villages Act, S.N.W.T. 2003, c22</i> as amended from time to time.
“Community Plan”	The City of Yellowknife Community Plan By-law No. 5007 or any other successor by-law.
“Council”	means the Council of the City of Yellowknife;
“Disposal or Dispose”	means the sale or lease of land.
“Fee Simple”	means freehold ownership of real property.
“Improvement”	has the meaning as set out in the Property Assessment and Taxation Act, RSNWT 1988, c.P-10.
“Industrial Relocation”	means relocation of “industrial” uses in targeted redevelopment areas to Engle Business District.
“Industrial Use”	means a land use which is permitted within the Engle Business District’s “IG” – Industrial General zone pursuant to Zoning By-law No. 5045, as amended.
“Land”	means real property or an interest therein, other than an easement or restrictive covenant.
"Lot"	means an area of land, the boundaries of which are filed on a plan registered at the Land Titles Office.
“Mid-size Car”	means a vehicle with interior volumes less than 3.4 cubic metres and a maximum length of 5 metres.
“Missing Middle Housing”	means housing that fits the gap between low-rise, single detached dwellings and mid-rise apartment

buildings. It provides a variety of housing options that add housing stock and meet the growing demand for walkability. May also be used in reference to the lack of available and affordable housing for middle-income households to rent or own.

“Parcel”	means unsurveyed land with specific boundaries and corners, which can be leased;
“Person”	includes any individual, corporation, firm, body corporate, partnership, limited partnership, or other entity capable of entering into a legally binding contract. A person shall not include a government.
“Planning Administrator”	means the City employee holding the Director of Planning & Development position, or their designate, for the City of Yellowknife, as amended from time to time.
“Planning and Development”	means the City of Yellowknife Planning and Development Department.
“Pre-development Activity”	Includes site inspection, design, site plans, geotechnical investigation and other approved processes to bring a complete application for development forward.
“Property”	Means a lot or multiple lots which are contiguous and under the same ownership.
“Residential Intensification”	Means residential development within targeted (identified) areas of the City which are deemed to be for future infill, medium to high intensity development.
“Universal Design”	Any reference to universal design in this by-law has the meaning as identified in the National Building Code 2020.
“Vehicle Share”	Means the contractual action to share a vehicle between residents and/or employees of a property within identified zones. The vehicle to be shared may be a car (compact or midsize), an e-bike or a bicycle.

“Zone”

Any reference to a zone in this by-law has the meaning of the zone names and regulations as identified in Zoning By-law No. 5045, as amended.

2. ABATEMENTS

Tax abatements provide financial incentives to support key planning and development objectives on lands across the city. The incentives are made available to encourage development and redevelopment initiatives

2.1. Abatement Calculation

2.1.1. Abatements only apply to the increase in improvement value and not land value. Abatements provide the applicant the equivalent value of the tax that would be payable for the increase in the assessed value of the Improvements in accordance with two formulas:

- a. **The Five Year Declining Abatement** provides 100% abatement in the first year following completion of the development and reducing in equal increments of 20% over the following four years (100%-80%-60%-40%-20%); and
- b. **The Full Five Year Abatement** provides 100% abatement over the five years following completion of the development.

2.1.2. All Abatements are calculated using finalized assessment values. For each year the abatement applies the most recent finalized assessment value is used. Abatement amounts shall be approved by the Director of Corporate Services and the Planning Administrator.

2.1.3. Abatement amounts once calculated and approved are applied as a tax credit on the Property's tax account.

2.2. Development of Vacant Property Abatement

2.2.1. The Development of Vacant Property Abatement component of the Program is targeted toward new residential, commercial or mixed-use construction within the Downtown Zone. The property must meet the following minimum requirements to be eligible for consideration for the Development of Vacant Property Abatement:

- a. The property is located within the prescribed zone Downtown (“DT”) as indicated in the Zoning By-law; and
- b. The property is vacant of structures and has been for more than five years.

- 2.2.2. The improvement value shall be included for the tax abatement calculation. There is no reimbursement on any portion of the assessed land value.
- 2.2.3. Upon a successful application the Development of Vacant Property Abatement shall receive the Five Year Declining Abatement.

2.3. Downtown Mixed-Use Development Abatement

- 2.3.1. The Downtown Mixed-Use Development Abatement is targeted toward new residential and commercial development; or adaptive re-use of existing buildings, within the Downtown Zone to incent mixed-use residential and commercial development.
- 2.3.2. The development must meet the following minimum requirements to be eligible for consideration for the Downtown Mixed-Use Development Abatement:
 - a. The property is located within the prescribed zone Downtown (“DT”) as indicated in the Zoning By-law;
 - b. The building must be a minimum of 12 metres high;
 - c. The building must have commercial uses at the street level; and
 - d. The building must have a minimum of four (4) or more dwellings.
- 2.3.3. Where an application for the Mixed Use Development Abatement includes ten (10) or more units, a minimum 10% of units shall be affordable housing in order to qualify. The calculation of the required number of units shall be rounded up to the next whole number.
- 2.3.4. The required affordable housing units shall be made available for purchase by Housing NWT for dedicated rental units or by a non-profit organization approved by the City to sell the units as non-market housing. This requirement may be waived subject to the owner/developer providing a letter from Housing NWT and/or applicable non-profit organizations indicating there is no interest in purchasing or assigning the residential units.
- 2.3.5. The Downtown Mixed-Use Development Abatement is a Full Five-Year Abatement of 100% of the increase in the assessed value of the Improvements over five years.

2.4. Residential Central Mixed-Use Development Abatement

- 2.4.1. The Residential Central Mixed-Use Development Abatement component of the program is targeted toward new residential and commercial construction; or adaptive re-use of existing buildings, within the Residential Central Zone to incent mixed-use residential and commercial development.
- 2.4.2. The Residential Central Mixed-Use Development Abatement is a Declining Five Year Abatement. The Abatement is calculated based on the increase in the assessed value of the Improvements. The declining five-year abatement reduces in equal increments over five-years (100%-80%-60%-40%-20%).
- 2.4.3. Any ground floor commercial improvement combined with development of an eligible residential project shall be included in the tax abatement calculation.
- 2.4.4. The property and building must meet the following minimum requirements to be eligible for consideration for the Residential Central Mixed-Use Development Abatement:
 - a. The property is located within the prescribed zone Residential Central (“RC”) as indicated in the Zoning By-law; and
 - b. The building must have a minimum of four (4) or more dwellings.
- 2.4.5. Where an application for the Mixed Use Development Abatement includes ten (10) or more units, a minimum 10% of units shall be affordable housing in order to qualify. The calculation of the required number of units shall be rounded up to the next whole number.
- 2.4.6. The required affordable housing units shall be made available for purchase by Housing NWT for dedicated rental units or by a non-profit organization approved by the City to sell the units as non-market housing. This requirement may be waived subject to the owner/developer providing a letter from Housing NWT and/or applicable non-profit organizations indicating there is no interest in purchasing or assigning the residential units.

2.5. Residential Development Abatement

- 2.5.1. The Residential Development Abatement aims to provide support for new development, increase the diversity of housing options, and support infill development within municipal piped service areas.
- 2.5.2. The property and building must meet the following minimum requirements to be eligible for consideration for the Residential Development Abatement:

- a. The property is within the prescribed Residential Central Zone (“RC” and “RC-1”) or Residential Intensification Zone (“RI” and “RI-1”) as indicated in the Zoning By-law;
- b. The development is multi-unit, or townhouse;
- c. The building or development does not include a detached dwelling;
- d. The building is a new construction project. New construction includes demolition of existing buildings and redevelopment of a site; and
- e. The buildings or development have a minimum of four (4) or more dwellings.

2.5.3. Property in the Residential Central zone (“RC” and “RC-1”) will receive the Full Five-Year Abatement (100% of the increase in the assessed value of the improvements over five years).

2.5.4. Properties in the Residential Intensification zone will receive Declining Five Year Abatement. The Declining Five Year Abatement reduces in equal increments over five-years (100%-80%-60%-40%-20%).

2.5.5. Council may, at its sole discretion, extend the five-year tax abatement for the Residential Central Zone projects up to an additional five-year period (at full or a declining increment basis) based on the revitalization merits of the project in conformity with the City of Yellowknife Community Plan policies.

2.5.6. Where an application for the Residential Development Abatement includes twenty (20) or more units, a minimum 10% of units shall be affordable housing in order to qualify. The calculation of the required number of units shall be rounded up to the next whole number.

2.5.7. The required affordable housing units shall be made available for purchase by Housing NWT for dedicated rental units or by a non-profit organization approved by the City to sell the units as non-market housing. This requirement may be waived subject to the owner/developer providing a letter from Housing NWT and/or applicable non-profit organizations indicating there is no interest in purchasing or assigning the residential units.

2.6. Industrial Relocation Abatement

2.6.1. The Industrial Relocation Abatement encourages the relocation of uses deemed “Industrial” by a Development Officer, based on definitions set out in the Zoning By-law, from land identified throughout the City to the Engle Business District. The defined target areas are divided into two categories, based on property zoning as indicated in the Zoning By-law:

Sender Land – includes Old Airport Road (“CS” - Commercial Service Zone); Old Town (“OT” - Old Town Mix Zone), and Kam Lake (“KL” - Kam Lake Zone).

Receiver Land – includes the Engle Business District (“IG” – Industrial General Zone).

- 2.6.2. Based on the above categories, abatements may apply to either the Sender Land or the Receiver Land, but not to both.
- 2.6.3. Use of the relocation abatement may be stacked together with other incentives for either the Sender Land or the Receiver Land, but not between both.
- 2.6.4. Industrial Relocation Abatement includes a declining seven year tax abatement in equal increments over seven years (100%-90%-80%-70%-60%-50%-40%). This abatement formula applies to industrial relocation only.
- 2.6.5. Where the Applicant chooses to apply the abatement to the Receiver Lands, the abatement shall include both land and Improvement assessments, and where the Applicant chooses to apply to the Sender Lands, abatement shall apply only to the increase in the assessed value of the improvements and does not transfer to future owners.
- 2.6.6. In addition to the application requirements, applicants shall submit a relocation plan and site plan for the Sender Lands demonstrating the phasing out of the industrial use within the prescribed period. In addressing the discontinuation of industrial related uses, the plan shall indicate removal of existing structures, site restoration, and suitability for redevelopment. Upon removal or discontinuation of the industrial related use, the Applicant shall enter into a contract with the City to prohibit future industrial uses on the land (rezoning, caveat, etc).
- 2.6.7. Assessed improvements must be demolished, or removed from the Sender Lands and transported to the Receiver Lands or outside the city, to be eligible for the abatement. The City may at its own discretion consider relocation of structures to other areas of the city if they are in compliance with Zoning By-law requirements and do not impede redevelopment efforts. The City may consider the allowance of up to 20% of existing structures to remain as long as they can be utilized for non-industrial purposes. Such structures must be deemed to be structurally sound and fit for occupancy, including the provision of heating, lighting, electricity, water, and sewer.
- 2.6.8. All applicants shall acquire a land area within the Receiver Lands which is no less than 75% of the land area size of the Sender Lands.
- 2.6.9. Where, after the removal of structures from the Sender Lands, such Lands are deemed to be environmentally contaminated to an extent which prohibits redevelopment to a permitted use, the Applicant may, through meeting the criteria outlined below, be eligible for only one of the following Environmental Impact Study (EIS) Grants options for the Sender Lands:

- a. Where the applicant applies the Industrial Relocation abatement to the Receiver Lands, the Applicant shall be eligible to make a separate application to receive one grant under the Environmental Impact Study Grant for the Sender Lands; or
- b. Where the applicant applies the Industrial Relocation abatement to the Sender Lands, the Applicant shall be eligible for an additional one year of tax abatement for the Sender Lands.

2.6.10. In addition to the tax abatement described herein, the City may enter into land agreements to exchange ownership of the Applicant's Sender Lands for City owned Receiver Lands, provided the Applicant can provide environmental approvals deeming the Sender Lands remediated to acceptable standards. Such exchanges shall be negotiated on a case by case basis between the City and property owner.

3. GRANTS

3.1. Environmental Impact Study (EIS) Grant

- 3.1.1. The EIS Grant is to promote the understanding of environmental site assessments specific to the type of contamination and potential remediation costs. The EIS Grant may only be applied to properties within the Downtown Zone (DT).
- 3.1.2. The EIS Grant may provide a single contributing payment of 50% up to \$10,000 for the completion of a Phase II Environmental Site Assessment; and
- 3.1.3. The EIS Grant may also provide a single contributing payment of 50% up to \$10,000 for the completion of a Remedial Work Plan or Risk Assessment following the completion of a Phase II Environmental Site Assessment.
- 3.1.4. Each property may receive a grant under section 3.1.2 and 3.1.3 above, for not more than \$20,000 total.
- 3.1.5. For each property the owner must provide confirmation of total cost and amount of contribution from the owner as part of the application and contract for the grant(s).
- 3.1.6. The applicant shall demonstrate that the degree of site contamination has a significant impact on the costs of redeveloping the site verified by qualified professionals.

- 3.1.7. A Phase II Environmental Site Assessment, Risk Assessment, and Remedial Action Plan shall be completed for the designated property, and all supporting documentation and reports shall be submitted to the City prior to commencement of development on site.
- 3.1.8. Approval from the GNWT Department of Environment and Climate Change certifying the site's remediation to appropriate contamination levels according to Territorial criteria shall be provided prior to commencing development.

3.2. Bicycle Racks and Storage Grant

- 3.2.1. This Grant is available to new, redevelopment and exterior façade development projects in all zones within the City of Yellowknife. The objective is to facilitate developments throughout the community that provide safe storage of bicycles.
- 3.2.2. The use of these racks and storage may be dedicated to residents within a dwelling or, where development is commercial in nature, may be public use.
- 3.2.3. The Bicycle Racks and Storage Grant is a contributing payment to property owners to place bicycle racks or bicycle storage on their property which provides:
 - a. For property redevelopment the grant is up to 50% of the cost to a maximum of \$1,000;
or
 - b. For property with new development (open and valid building permit) the grant is up to 100% of the cost to a maximum of \$5,000.

* Appendix A: Bicycle Racks and Storage minimum standards

3.3. Shared Vehicle Grant

- 3.3.1. The Shared Vehicle Grant for development supports car sharing or bicycle sharing and storing, in place of parking spaces. All shared vehicles must be for use by those who reside in the residences or who work at the business.
- 3.3.2. Qualifying development must be located within the prescribed zones, specifically the Downtown ("DT"), Residential Central ("RC" or "RC-1") or Residential Intensification ("RI" or "RI-1") as indicated in the Zoning By-law. The development must include a minimum of 6 dwelling units where a portion of the development includes residential use.
- 3.3.3. Development which is entirely commercial may qualify for one vehicle.

- 3.3.4. A qualifying car must be mid-size or smaller. If the vehicle has a combustion engine it must include a block heater and all required plug in facility/connection on the development property for the type of vehicle.
- 3.3.5. The Shared Vehicle Grant provides:
- a. \$5,000 per car share, to a max of \$20,000 per development (up to 4 cars).
 - b. \$1,000 per e-bike share to a max of \$5,000 per development (up to 5 e-bikes).
 - c. \$200 per bike share to a max of \$3,000 per development (up to 15 bicycles).

3.4. Commercial Development for Universal Design Grant

- 3.4.1. The Commercial Development for Universal Design Grant is to be combined with facade improvements or as part of a larger enhancement or redevelopment project to existing businesses. It is available to commercial businesses located within the Downtown (DT), Commercial Service (CS) and Old Town Mixed Use (OT) zones.
- 3.4.2. Businesses must be street oriented or designed with an emphasis on the sidewalk or a multi-use path, with direct pedestrian access to the building. The grant will not apply to building access from vehicle parking areas, alley ways or required side yards.
- 3.4.3. The Grant may be utilized for architectural, engineering, design costs, and labour. The Commercial Development for Universal Design Grant may apply to both new and existing buildings.
- 3.4.4. The Commercial Development for Universal Design Grant provides:
- a. 50% of costs to create an universal entrance, to the adopted National Building Code Standards, for the building, up to a maximum of \$15,000; and
 - b. 50% of costs to create a universal street scape (from the sidewalk, including ramps), up to a maximum of \$15,000.

4. HOUSING GRANTS

The City of Yellowknife's vision for housing is to improve access to adequate, suitable and affordable housing. Housing provides a solid foundation on which to secure employment, raise a family and build strong communities. Through the Housing Accelerator Fund, a number of opportunities for incentives and grants are funded until 2027, with possibility of extension based on funding. There will be intakes each year based on a first come first served model, not all applicants will be guaranteed funding. The funding for the following Incentives is limited.

4.1. Secondary Dwelling Grant

- 4.1.1. This grant is available to owners of existing single detached dwellings and those constructing new single family dwellings in the City of Yellowknife.
- 4.1.2. A grant up to 50% of building cost to a maximum of \$20,000 is available to develop a secondary dwelling on the property.
- 4.1.3. A secondary dwelling may be located within the primary dwelling or may be located in a secondary structure on the same property.
- 4.1.4. Priority will be given to property serviced by municipal sewer and water systems (piped) and located along existing transit routes.
- 4.1.5. A property on trucked sewer and water services may be considered but is required to demonstrate the site's ability to include new services dedicated to the new dwelling unit, while other conditions may apply.

4.2. Affordable Secondary Dwelling Grant

- 4.2.1. There is an additional \$10,000 available for owners of a secondary dwelling created with the grant in section 4.1, to establish an affordable secondary dwelling on their property.
- 4.2.2. The rent charged for the secondary dwelling must be equal to or less than the previous years reported affordable rental housing rate, reported by CMHC, for a minimum of 10 years. An agreement with the City is required and is to be registered on title at the N.W.T. Land Titles Office.

4.3. Affordable Non-Profit Grant

- 4.3.1. The Affordable Non-Profit Grant is available to non-profit organizations developing affordable housing projects within the City of Yellowknife.
- 4.3.2. The development must include new multi-unit dwellings or townhouse development. Designated special care residences may be considered, provided they meet all regulatory requirements of the Government of the Northwest Territories.
- 4.3.3. The Affordable Non-Profit Grant may provide:

- a. up to \$50,000 towards pre-development activities for the affordable housing project; and
- b. a rebate of all Development Permit costs for the same project.

4.3.4. An agreement is required to be entered into between the organization and the City to guarantee the affordability of units as affordable rental housing or affordable home ownership for no less than 20 years.

4.4. Universal Dwelling Grant

4.4.1. The City remains committed to improving accessibility for people with diverse abilities in key areas of daily living. The Universal Dwelling Grant applies to new dwelling development including secondary dwellings.

4.4.2. The Universal Dwelling Grant is equal to an amount of 50% to a maximum of \$15,000, per dwelling unit, for the development of universal dwellings, meeting National Building Code 2020 standard for anthropometrics, plumbing facilities, signage, entrances and elevators.

4.4.3. Where there are four or more dwellings created within a development a minimum of 2 units must be universal to qualify. Where there are less than four dwellings this grant may be applied for one of the units being developed to a universal standard.

4.4.4. Universal units must include barrier free access to the building and four or more of the following features:

- a. Access to the dwelling with ramps, elevators or lifts;
- b. Automatic or push-button doors at multi-unit dwelling entrances;
- c. Accessible parking dedicated to the units rented or where there are no parking requirements a dedicated drop off location adjacent and functional to the main entrance to the dwelling(s);
- d. Bathrooms with an accessible shower and interior room for people in wheelchairs to turn around;
- e. Counters, cabinets, light switches and other fixtures at an height accessible to wheelchairs;
- f. Kitchen appliance lighting: The exterior and interior of the appliance should have sufficient lighting to enable people to see and safely operate the appliance. The instruction text and controls should contrast in colour to the background area. This may also include stove top only design where the counter height and placement of the stovetop are accessible with open space under the counter for sit cooking;
- g. Smoke and fire alarms with combined audible and visual signals (strobe preferable), which will flash a light and make a loud noise or vibrate in a bedroom;
- h. Appliances with Controls that are easy to operate:

- i. incorporate good colour contrast for instructions and other characters (either dark text on a light-coloured background or light text on a dark-coloured background);
 - ii. are located on non-reflective and non-glare surfaces;
 - iii. do not require too much strength to operate;
 - iv. provide information for people who rely on sight, hearing or touch; and
 - v. have tactile features and colour-contrasting markings to clearly indicate the on-off positions, for safety;
-
- i. Include accessible laundry washing facilities within the accessible unit;
 - j. Battery/generator operated evacuation device designed to be used on stairs; or
 - k. Specialized equipment to facilitate habitation for a specific individual.

4.5. Missing Middle Price Grant

- 4.5.1. The Missing Middle Price Grant will reduce the purchase price of City land available for disposal. Where land is brought to market by the City of Yellowknife for residential development this grant will ensure diverse housing options are developed to meet the needs of all residents.
- 4.5.2. The Missing Middle Price Grant applies to the RC and RC-1 zones and the RI and RI-1 zones.
- 4.5.3. Under the Missing Middle Price Grant the land price may be granted (to the land fund) the equivalent to 25% of the purchase price, where the purchaser agrees to develop townhouse units or multi-unit dwellings, where a minimum 5 units are constructed.

4.6. Missing Middle Conversion Grant

- 4.6.1. The Missing Middle Conversion Grant provides up to 50% of the costs of conversion, including architectural, engineering, design, and labour costs, to a maximum of \$25,000 per dwelling, where an existing single family dwelling is converted into three or more dwelling units.

4.7. Intensification Servicing Grant

- 4.7.1. Increasing the number of dwellings on a property may at times require upgrading of municipal service connections. The Intensification Servicing Grant may be used to upgrade piped sewer and water services where determined by a qualified engineer to be insufficient to service an additional dwelling unit.

- 4.7.2. The Intensification Servicing Grant is available to existing single detached or duplex dwellings developing a secondary suite whether within the existing dwelling or in a separate structure on the same lot.
- 4.7.3. The Intensification Servicing Grant is up to 50% of the cost to a maximum of \$25,000 for upgrades to lot servicing.
- 4.7.4. The Intensification Servicing Grant may be combined with money available for upgrading through the Service Connection Failure Assistance Fund.

4.8. Ventilation Systems Grants

- 4.8.1. To be eligible for the Ventilation Systems Grants, the property and building must also be approved for a grant identified in 4.8.2.
- 4.8.2. Any new residential units meeting the requirements under the Secondary Suite Dwelling Grant (section 4.1), Universal Dwelling Units Grant (section 4.4), Affordable Secondary Dwelling Grant (section 4.2), Affordable Non-profit Grant (section 4.3) or the Missing Middle Grants (section 4.7) and approved for the Grant.
- 4.8.3. This Ventilation Systems Grant will provide up to 75% of the cost per approved development for one of the following:
 - a. suitable filtration technology for high-efficiency particle removal which can be integrated into a mechanical ventilation system in residential settings, up to a maximum of \$1,000; or
 - b. an individual filtration and/or cooling system installed independently within the main living area of the dwelling unit, up to a maximum of \$2,000; or
 - c. where the mechanical ventilation system is for multiple dwelling units and includes suitable filtration technology for high-efficiency particle removal, up to a maximum of \$10,000.

4.9. Development Permit and Building Permit Fee Grant

- 4.9.1. In order to be eligible for Development Permit and Building Permit Fee Grant:
 - a. The property must be approved for at least one other Abatement or Grant outlined in this by-law;
 - b. The development must include residential development;
 - c. The applicant must be the registered property owner or assigned agent; and

d. The development must be new construction resulting in a new dwelling unit(s).

4.9.2. The Development Permit and Building Permit Fee Grant provides:

- a. reimbursement of 100% of the fees related to residential development portion, for a Development Permit Application; and
- b. reimbursements of up to 100% of the fees related to residential development portion, for a Building Permit, to a maximum of \$10,000.

4.9.3. If at any time the applicant is non-complaint with the applicable permits the Planning Administrator may cancel the application/grant for the Development Permit and Building Permit Fee Grant.

4.9.4. All application and permit fees must be paid up front, and will be reimbursed upon the completion of the Development Permit (where applicable), final inspection following occupancy for a Building Permit, and all requirements under the applicable Grant or Abatement program.

4.9.5. The Development Permit and Building Permit Fee Grant does not apply to any performance or maintenance guarantees (i.e. letters of credit or securities) required to be posted by the applicant/property owner. This Grant does not apply to professional services, studies, service connections or to expenses related to appeals or court proceedings.

5. TERMS AND CONDITIONS

5.1. Commencement

5.1.1. Prior to commencement of a development where an abatement has been applied for, final approval is require by the Planning Administrator and the Director of Corporate Services.

5.1.2. In addition to the requirements outlined in the by-law, all tax abatements shall commence upon construction final completion and notice of tax reassessment.

5.1.3. Abatements shall be provided as a credit to the property tax account following the Notice of Assessment.

5.1.4. No Abatement shall be provided while any matter regarding the property is before the Board of Revision or Assessment Appeal Tribunal as defined in the *Property Assessment and Taxation Act*.

- 5.1.5. In addition to the requirements outlined in the by-law, abatement, grants and permits funded in part or full through this by-law must be for new development or redevelopment. Grants are not to be applied to development commenced prior to the adoption of this by-law.
- 5.1.6. A new application must be submitted under this by-law for consideration and it is not guaranteed that approval will be granted.
- 5.1.7. In addition to requirements in section 3.5, abatements for Industrial Relocation shall not commence until the industrial use(s) on the Sender Lands have been discontinued, the Applicant has complied with the relocation plan, and construction completion and notice of tax reassessment has been provided on the abatement parcel.
- 5.1.8. Abatements and Grants may be applied for together, and combined to support one development, subject to funding availability and the approval of the Planning Administrator.

5.2. Eligibility

- 5.2.1. All applicants must submit a completed application on the prescribed forms. The application must be made prior to initiating the development or redevelopment project (subject to section 5.1.7).
- 5.2.2. All development and construction must obtain required permits from the City of Yellowknife, the Government of the Northwest Territories and any other regulatory authorities required.
- 5.2.3. Applicants must be registered owners of the properties and such owners shall not be in a position of tax arrears for any property in the city. The provision of incentives may be transferred to a new owner of the property subsequent to the approval of the Planning Administrator.
- 5.2.4. Federal or Territorial owned lands, buildings or projects are ineligible for all programs.
- 5.2.5. All Abatements must be shown to increase the appraised value of the property by at least \$500,000 upon construction completion. The appraisal is to be provided to the City. Upon construction completion the applicant shall notify the Planning Administrator and the City will assess the improvements.

- 5.2.6. All improvements and development shall comply with all City of Yellowknife by-laws, as amended, including, but not limited to, Community Plan By-law No. 5007, Zoning By-law No. 5045, Land Administration By-law No. 5078; Building By-law No. 5058 and Water and Sewer Services By-law No. 4663 or their successor by-laws which may be in effect.
- 5.2.7. Any outstanding orders from the City's Fire Division, Lands and Building Services Division, or Planning and Environment Division must be addressed prior to granting approval.
- 5.2.8. Any incentive may be revoked or suspended for outstanding orders or requirements which have not been completed in terms of schedule or for non-compliance.

5.3. By-law Administration

- 5.3.1. The forms, procedures and agreements required for the administration of this by-law shall be as determined from time to time by the Planning Administrator.
- 5.3.2. The Planning Administrator may approve standard forms or agreements for any grant or abatement under this By-law and may authorize Administration to make such minor amendments to any such standard form or agreement as may be necessary to adapt the agreement to the requirements of any particular transaction.
- 5.3.3. All applicants must enter into an agreement with the City of Yellowknife prior to obtaining a Development Permit or Building Permit. Specific incentives may be required to be filed as a caveat on title identifying any grant amount, the approved project design and the eligible improvements that the applicant may seek reimbursement for upon successful project completion. Failure to comply with the terms of the agreement will result in forfeit of all incentives and may require repayment to the City of Yellowknife.
- 5.3.4. Abatement related incentives, including payments, will occur upon completion of all of the following: a certified property assessment; Contribution Agreement and authorization by the Planning Administrator and Director of Corporate Services.
- 5.3.5. Payment of the following grants will be made following a successful application and completion of the Contribution Agreement. Payment may be made prior to construction of the project:
- Universal Commercial Development Grant
 - Secondary Dwelling Grant
 - Affordable Secondary Dwelling Grant
 - Affordable Non-profit Grant

- Universal Dwelling Units Grant
- Missing Middle Grant

5.3.6. Payment of the following grants will be made following a determination by the Planning Administrator that the project has been final completed according to the terms and conditions of the Contribution Agreement:

- Environmental Impact Study (EIS) Grant
- Bicycle Racks and Storage Grants
- Vehicle Share Grant
- Intensification Servicing Grant
- Ventilation Systems Grant
- Development Permit and Building Permit Fee Grant

6. REPEALS AND EFFECT

6.1. Severability

Each provision of this by-law is independent of all other provisions. If a Court of competent jurisdiction declares any provision invalid for any reason, all other provisions of this by-law shall remain valid and enforceable, and the by-law shall be interpreted as such.

6.2. Repeals

The Development Incentive Program By-law No. 4534, as amended, is hereby repealed.

6.3. Transition

An exception to section 5.1.6 may be considered for approved applications submitted under Development Incentive Program By-law No. 4534, as amended, where abatement, grants or permits fees have not yet been provided for by the City and final construction completion and notice of tax reassessment have not yet been completed. An applicant cannot have abatements, grants or permit fees funded or supported under the terms of both by-laws and they cannot be stacked between the two by-law parameters. A property owner/applicant may only obtain incentives under one of these by-laws.

6.4. Effect

That this by-law shall come into force and effect upon receiving Third Reading and otherwise meets the requirements of Section 70 and 72, of the *Cities, Towns and Villages Act*.

Read a First time this _____ day of _____, A.D. 202X.

Mayor

City Manager

Read a Second Time this _____ day of _____, A.D. 202X.

Mayor

City Manager

The unanimous consent of all members voting in attendance having been obtained

Read a Third Time and Finally Passed this _____ day of _____, A.D., 202X.

Mayor

City Manager

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Municipal Corporation of the City of Yellowknife.

City Manager



CITY OF YELLOWKNIFE

BY-LAW NO. 5098

BM 452

A BY-LAW of the Council of the Municipal Corporation of the City of Yellowknife in the Northwest Territories, to amend Financial Administration By-law No. 4206, as amended;

PURSUANT TO Section 101(4) of the *Cities, Towns and Villages Act, S.N.W.T. 2003, c.22*;

WHEREAS the Council of the Municipal Corporation of the City of Yellowknife wishes to add an additional reserve for the purpose of separating funds to fund Development Incentives;

NOW, THEREFORE, THE COUNCIL OF THE MUNICIPAL CORPORATION OF THE CITY OF YELLOWKNIFE, in regular sessions duly assembled, enacts as follows:

APPLICATION

1. That By-law No. 4206, Financial Administration By-law, as amended, is hereby amended by adding a new subsection to Section 13 (I) and including the description as follows:
 - (I) 'Revitalization Initiative Reserve' to fund development incentives and to maintain unallocated and/or unspent funds for use in future years.

EFFECT

2. That this by-law shall come into effect upon receiving Third Reading and otherwise meets the requirements of Section 75 of the *Cities, Towns and Villages Act*.

Read a First time this _____ day of _____, A.D. 2024.

Mayor

City Manager

Read a Second Time this _____ day of _____, A.D. 2024.

Mayor

City Manager

The unanimous consent of all members voting in attendance having been obtained

Read a Third Time and Finally Passed this _____ day of _____, A.D., 2024.

Mayor

City Manager

I hereby certify that this by-law has been made in accordance with the requirements of the *Cities, Towns and Villages Act* and the by-laws of the Municipal Corporation of the City of Yellowknife.

City Manager